

# Podcast Project Manager



Project Title	Podcast Project Manager
Project Summary	Coordinate Borne the Battle podcast activities with podcast host, Tanner Iskra. Coordinate intern activities for podcast transcription. Review and remediate podcast episode transcriptions for 508 accessibility compliance. Fill in any other podcast-related needs that the podcast host may require.
Country	United States

## Project Description

To be compliant with Section 508 accessibility standards, all episodes on the Borne the Battle podcast must have a written transcript to go with the audio-only content to reach the widest audience possible. As project manager, the primary responsibilities will be related to transcript management. The project manager is responsible for organizing interns who are transcribing episodes, reviewing transcripts to ensure they are in compliance with Section 508 standards, reviewing podcast transcripts to ensure they are consistent with the audio, and sending finalized transcripts to the podcast host for final review.

Other responsibilities in the maintenance of the podcast may be assigned and will depend week-to-week on assignments from the podcast host. It is also recommended that the podcast Project Manager regularly listens to podcast episodes to become more familiar with Veteran space.

Additional Information:

Preferred skills include:

- An understanding of 508 standards for accessibility compliance
- Exemplary grammar skills
- Organizational skills to track and coordinate progress on written transcripts
- Communication skills via regular engagement with podcast interns and the podcast host
- Project management

## Required Skills or Interests

Skill(s)

Writing

## **Additional Information**

The Department of Veterans Affairs' Digital Media Engagement Team internship is one of the largest and most established internship programs available through the Virtual Student Federal Service. Last year, our internship had approximately 120 interns in various departments and leadership positions. If you want to join a team that is well structured and will offer meaningful work that will help you build skills that you can actually add to your resume, then you should definitely join our team.

For more information about interning with the Department of Veterans Affairs' Digital Media Engagement Team VSFS Internship program, please visit: <https://dmeinterns.org/>.

## **Language Requirements**

*None*